

# EMPLOYMENT OPPORTUNITY BULLETIN



## STATE OF CALIFORNIA DEPARTMENT OF FINANCE

915 L STREET, SACRAMENTO, CA 95814  
www.dof.ca.gov

• AN EQUAL OPPORTUNITY EMPLOYER • COMMITTED TO A DRUG-FREE STATE WORKPLACE •

*Are you looking for a position in a fast-paced, prestigious organization with great potential for personal development and career advancement? Would you find working with the top management in State Government and with the State Legislature exciting and rewarding? If so, the Department of Finance offers a broad range of professional career paths in such areas as budgeting, accounting and auditing, information technology, economic and population research, and general administration.*

***Look no further, apply today!***

### Staff Services Manager II (Human Resources Manager)

(SSM I will be considered for recruitment purposes)

(Permanent Full-Time) (E99)

#### **SALARY RANGE:**

\$6,453 - 7,331

#### **FINAL FILING DATE:**

July 21, 2015

#### **QUESTIONS ABOUT THE JOB:**

Estella Simoneau  
(916) 445-8918  
(916) 324-6547 \*TDD  
E-mail: [estella.simoneau@dof.ca.gov](mailto:estella.simoneau@dof.ca.gov)

#### **SEND APPLICATION TO:**

Department of Finance  
Attn: Gladys Imperio- Acosta  
Human Resources  
915 L Street, Suite 1235  
Sacramento, CA 95814

#### **WHO MAY APPLY:**

Current state employees at the Staff Services Manager I/II levels, those with transfer eligibility pursuant to Rule 250, or individuals who have list eligibility. Please indicate the basis of your eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligible) in the explanation section of the application.

Applications will be screened and only the most qualified will be scheduled for interviews. All appointments are subject to applicable personnel rules.

#### **POSITION DESCRIPTION:**

Under the general direction of the Chief, Administrative Services, the Human Resources Manager plans, organizes, and directs the full range of human resources functions for the Department of Finance. The incumbent leads and coaches a multidisciplinary staff performing Human Resources functions including but not limited to classification and pay, examinations, recruitment and selection, equal employment opportunity, payroll and benefits, disciplinary actions, workers' compensation, labor relations, employee assistance, special projects, and human resources-related training activities.

#### **SCREENING CRITERIA:**

- Effective leadership experience.
- Comprehensive knowledge of, and experience in State human resources operations.
- Ability to coach and mentor staff and provide a positive working environment.
- Strong commitment to customer service.
- Ability to establish and maintain cooperative working relationships and partnerships.
- Demonstrated creativity and business process reengineering experience.
- Ability to analyze complex issues effectively and efficiently and arrive at effective solutions.
- Experience and ability to interpret laws, rules and policies.
- Ability to prioritize and meet aggressive deadlines.
- Effective communication skills, both verbal and written.

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